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Applicants: Mark Grimse et al.

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Title: AUTOMATED PROCESS GUIDANCE SYSTEM AND METHOD



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Cindy Hoang

TRANSMITTAL OF FORMAL DRAWINGS

Commissioner for Patents
Washington, DC 20231

Dear Sir:

Transmitted herewith are nineteen (19) sheets of formal drawings for the above-identified application.

Please address all future communications regarding this application to:

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Dated March 13, 2001 GRAY CARY WARE & FREIDENRICH LLP

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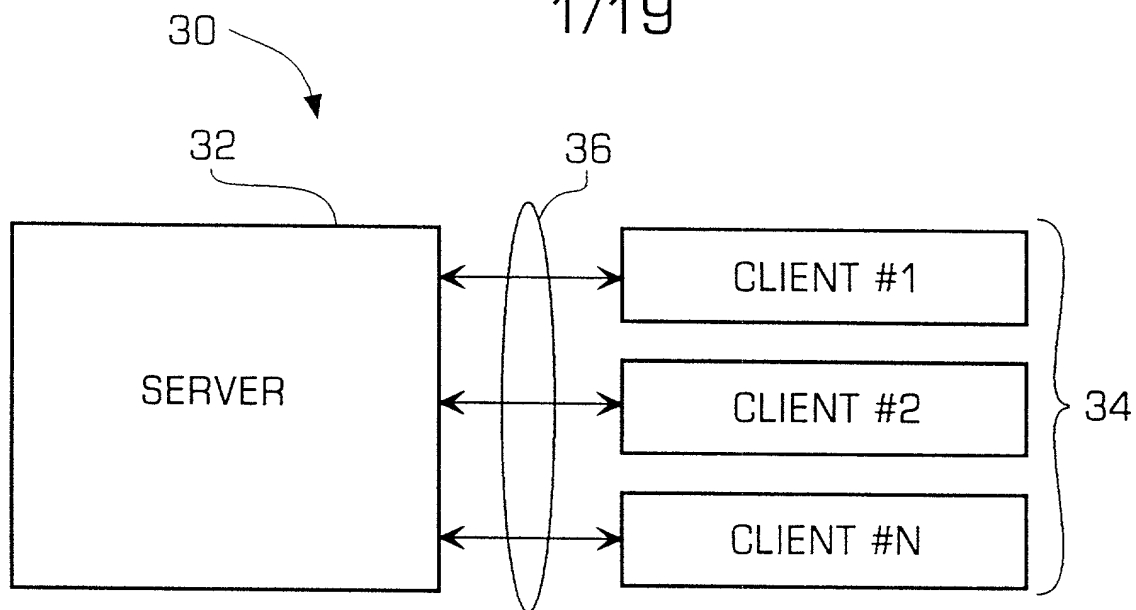
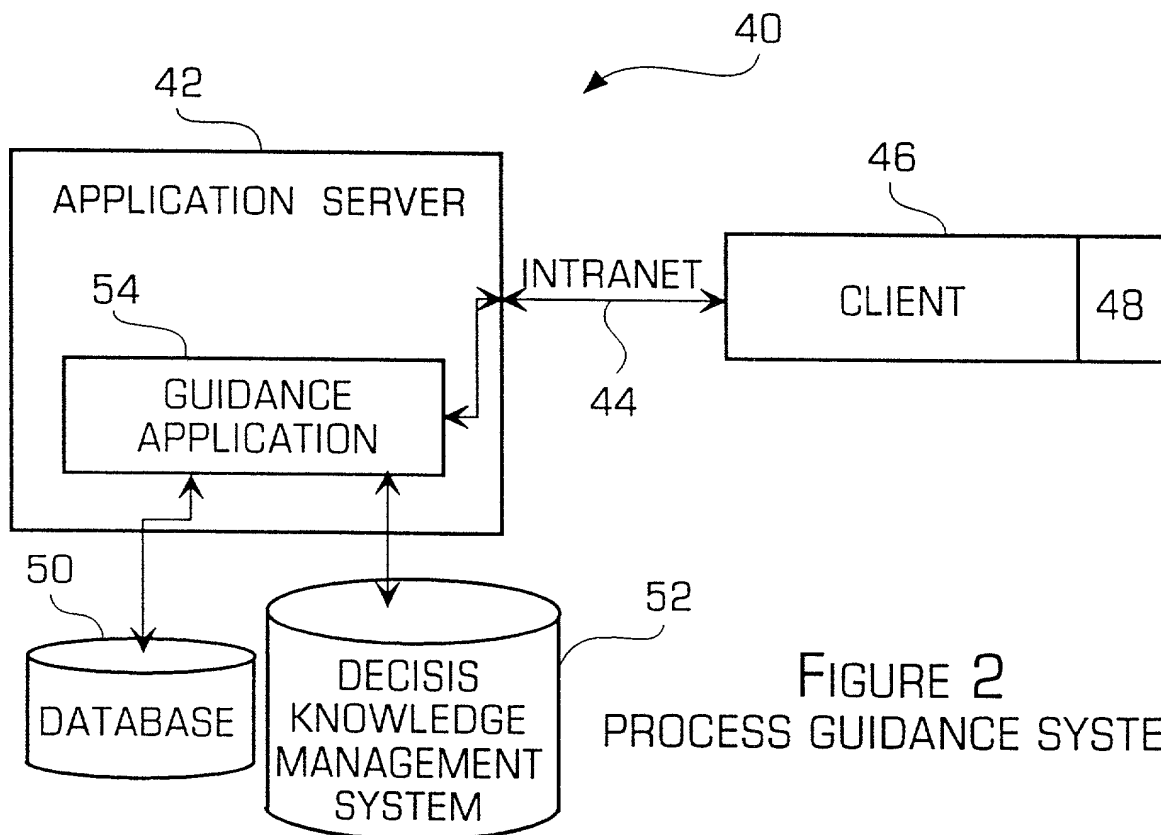
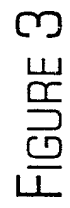


FIGURE 1

FIGURE 2
PROCESS GUIDANCE SYSTEM

DATABASE SERVERS



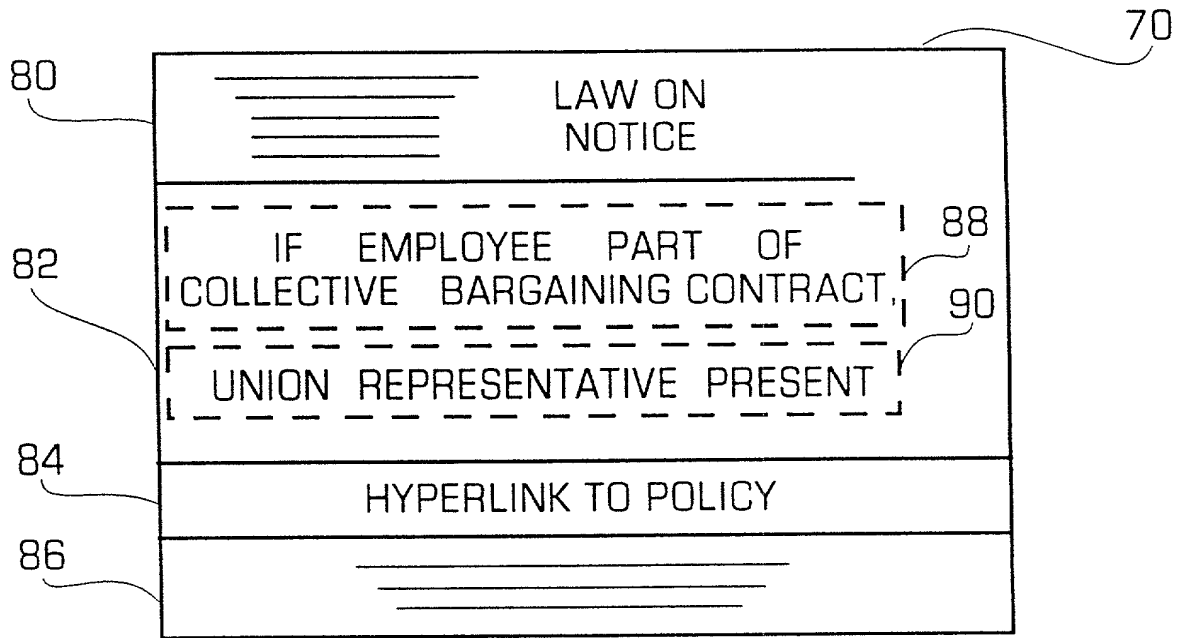


FIGURE 4

FAMILY MEDICAL LEAVE ACT

100					
102					
	>1250	WHO SICK	HOW LONG		
FED LAW				X-NO	
STATE LAW					X-ALLOW
COMPANY POLICY		X-NO			
COLLECTIVE BARGAINING CONTRACT		X			
	MOST → LEAST DISCRIMINATORY DISCRIMINATORY				

FIGURE 5

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ATTENDANCE MANAGEMENT SAMPLE SCREEN #1

120

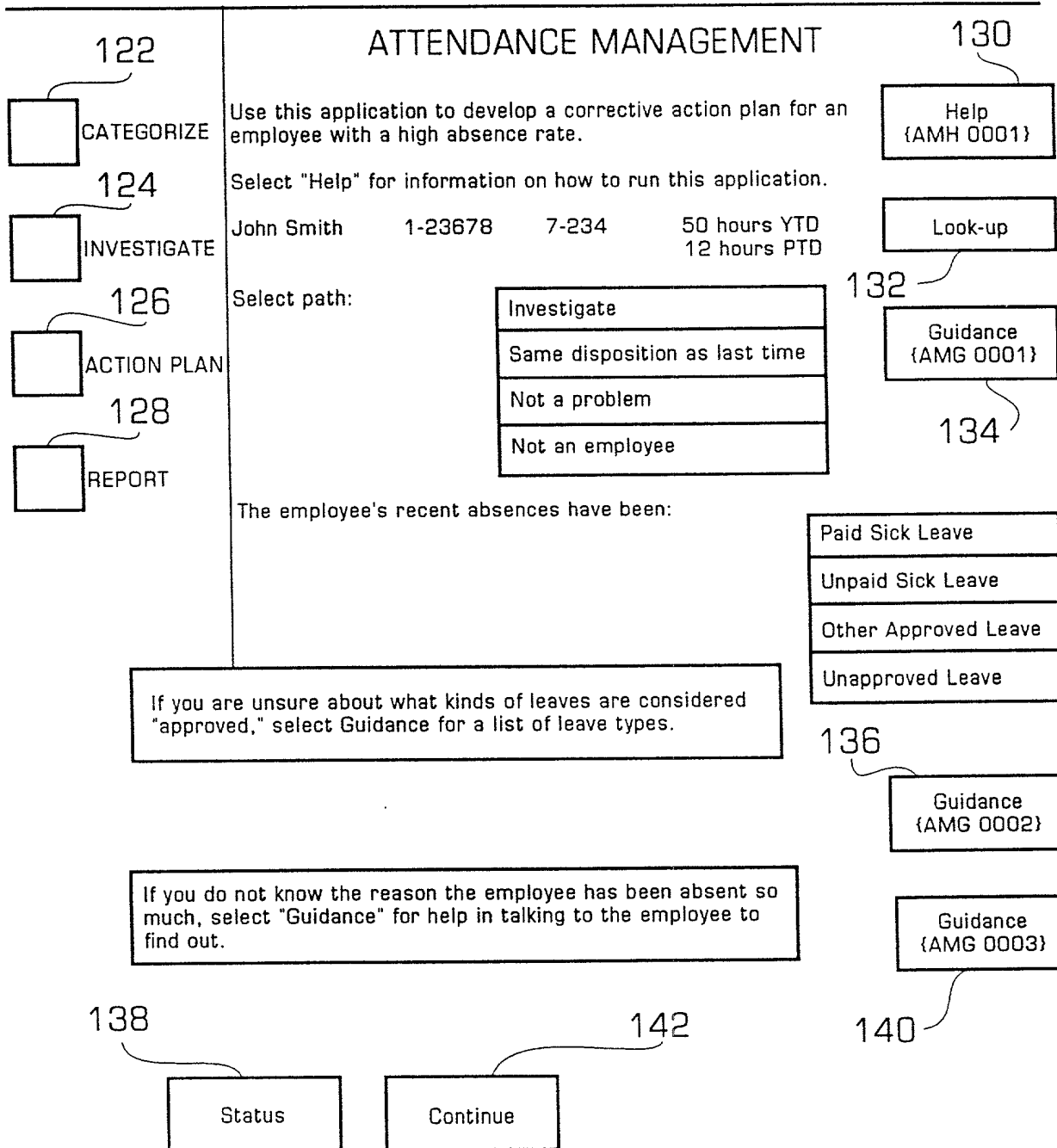


FIGURE 6

150

Attendance Management Page 1

Investigate Paid Sick Leave Absence(s)

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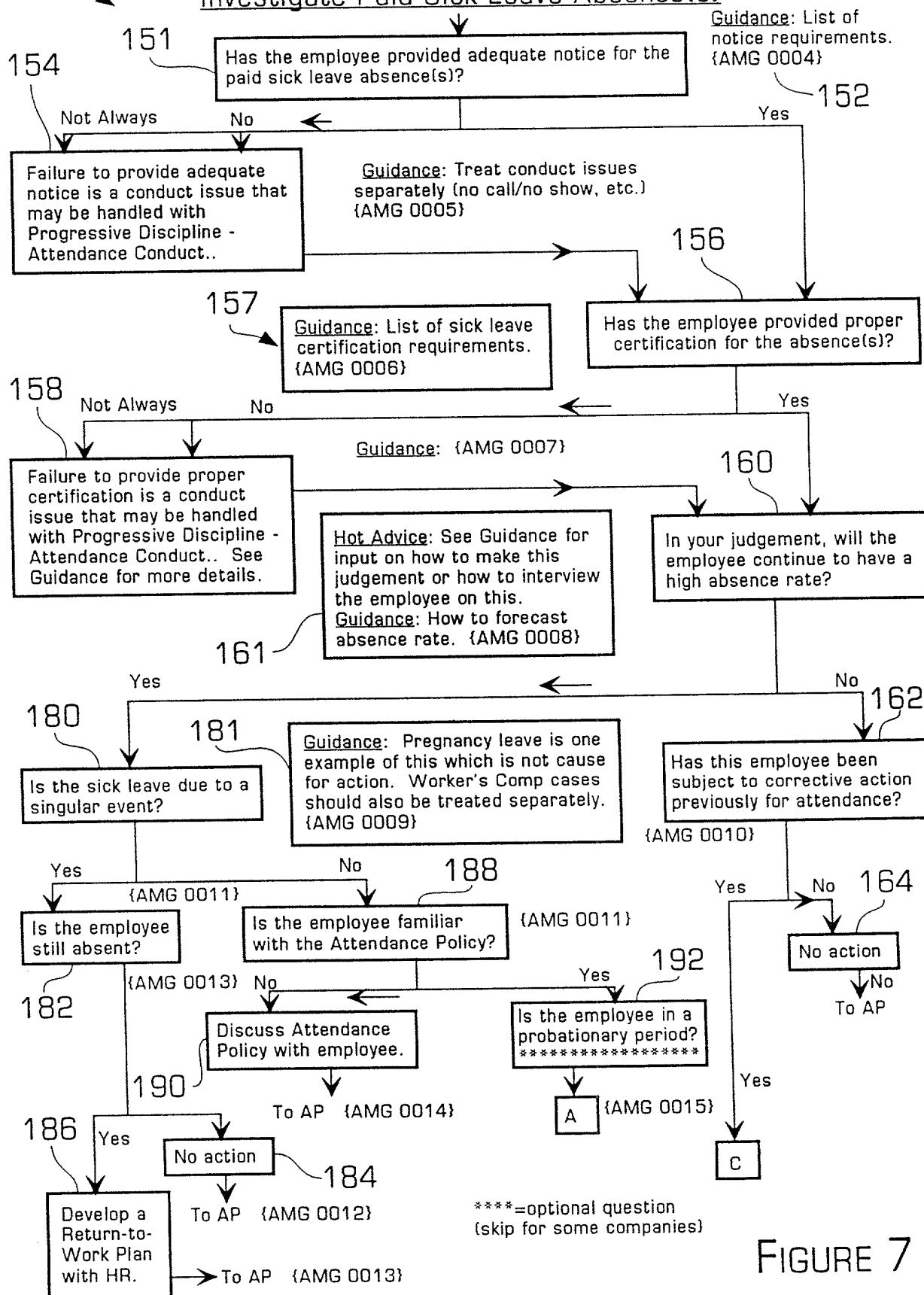


FIGURE 7

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Page 2
Attendance Management
Investigate Paid Sick Leave Absence(s), Cont.

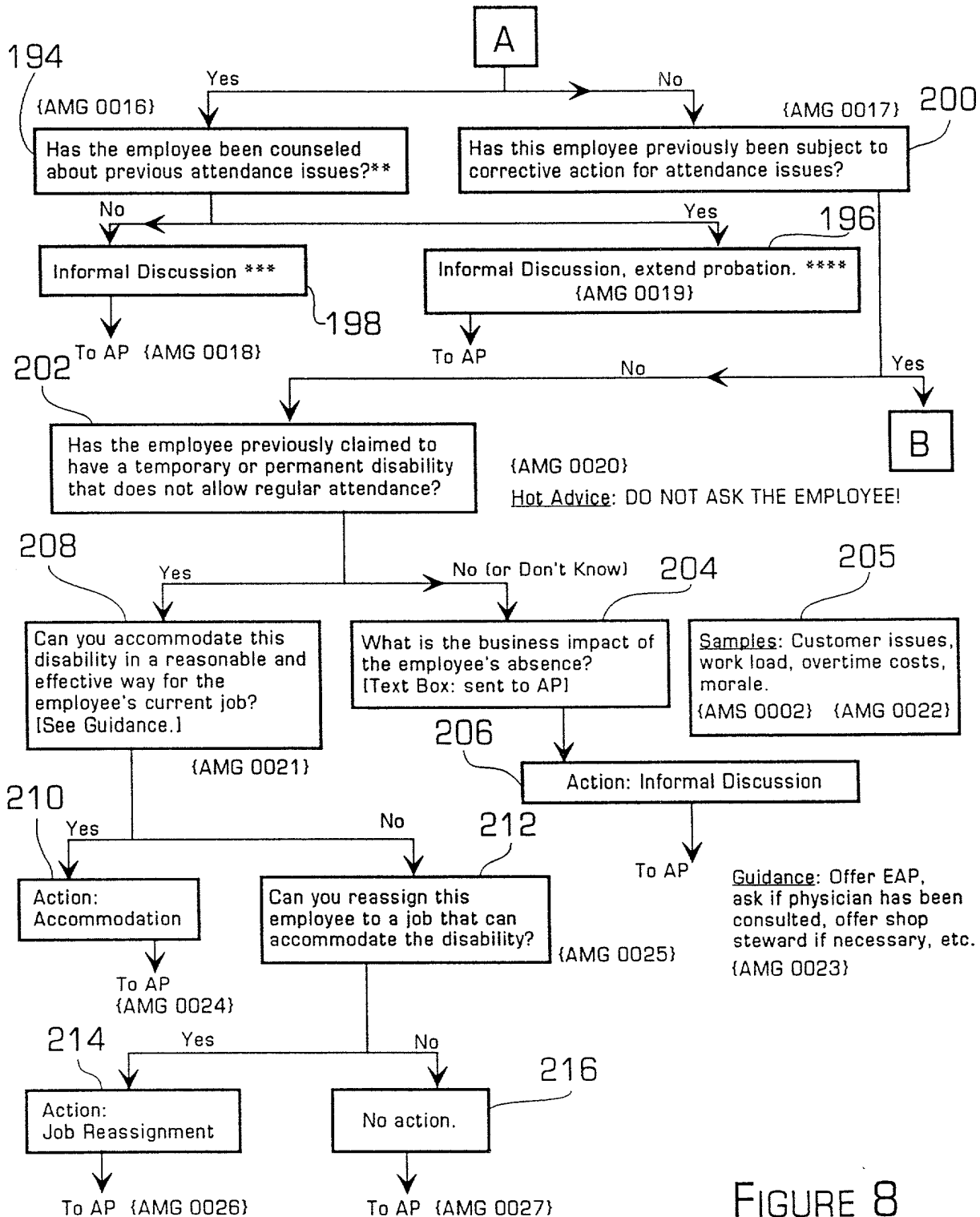


FIGURE 8

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Page 3

Attendance Management
Investigate Paid Sick Leave Absence(s), Cont.

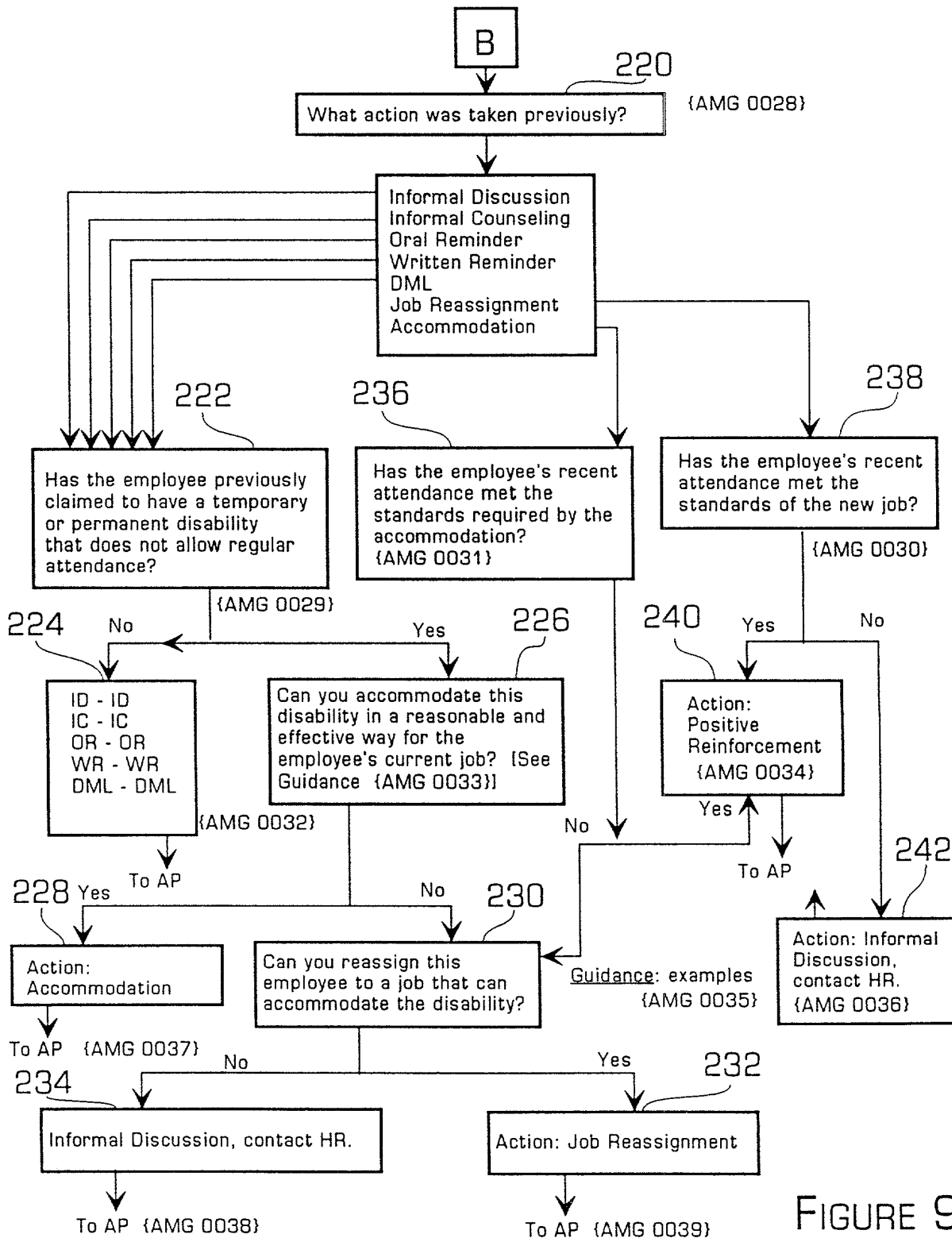


FIGURE 9

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Page 4

Attendance Management
Investigate Paid Sick Leave Absence(s), Cont.

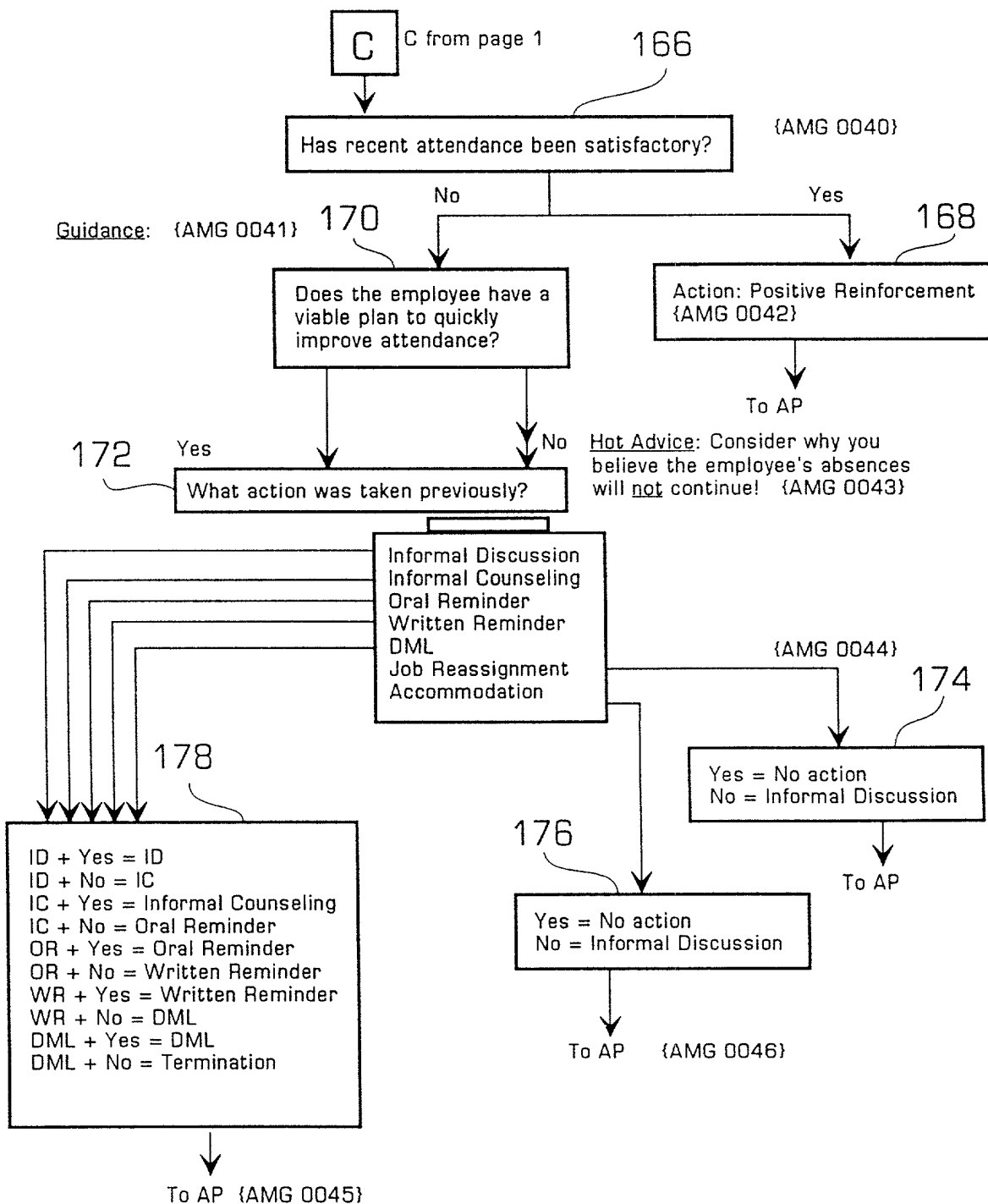


FIGURE 10

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ATTENDANCE MANAGEMENT

ACTION PLAN

From "AP" arrows in Investigate Task

552

The Disposition at present is: [Show current disposition]. (AMG 0064)
Do you want to override this? (Select "Guidance" to
evaluate plan.)

Yes

No

554

Describe how you want to disposition
this case: [Text Box] (AMG 0065)

556

Select "Continue" to
review Disposition
Report, and then SAVE it
locally on your machine.
(AMG 0066)

558

If you have more flagged
employees to handle, start
again at the Manager's
Desktop.

Status

Continue

FIGURE 11

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ATTENDANCE MANAGEMENT
Examples of Disposition Reports
[Separate report for each flagged employee]

Disposition Report
10/14/97

<u>Employee</u>	<u>#</u>	<u>Org</u>	<u>Absence</u>	<u>Disposition</u>
Jane Doe	2-55456	7-234	240 hrs YTD 160 hrs PTD	Not a problem

602

Disposition Report
10/14/97

Fred Klutz	1-33900	7-223	45 hrs YTD 40 hrs PTD	Not my employee
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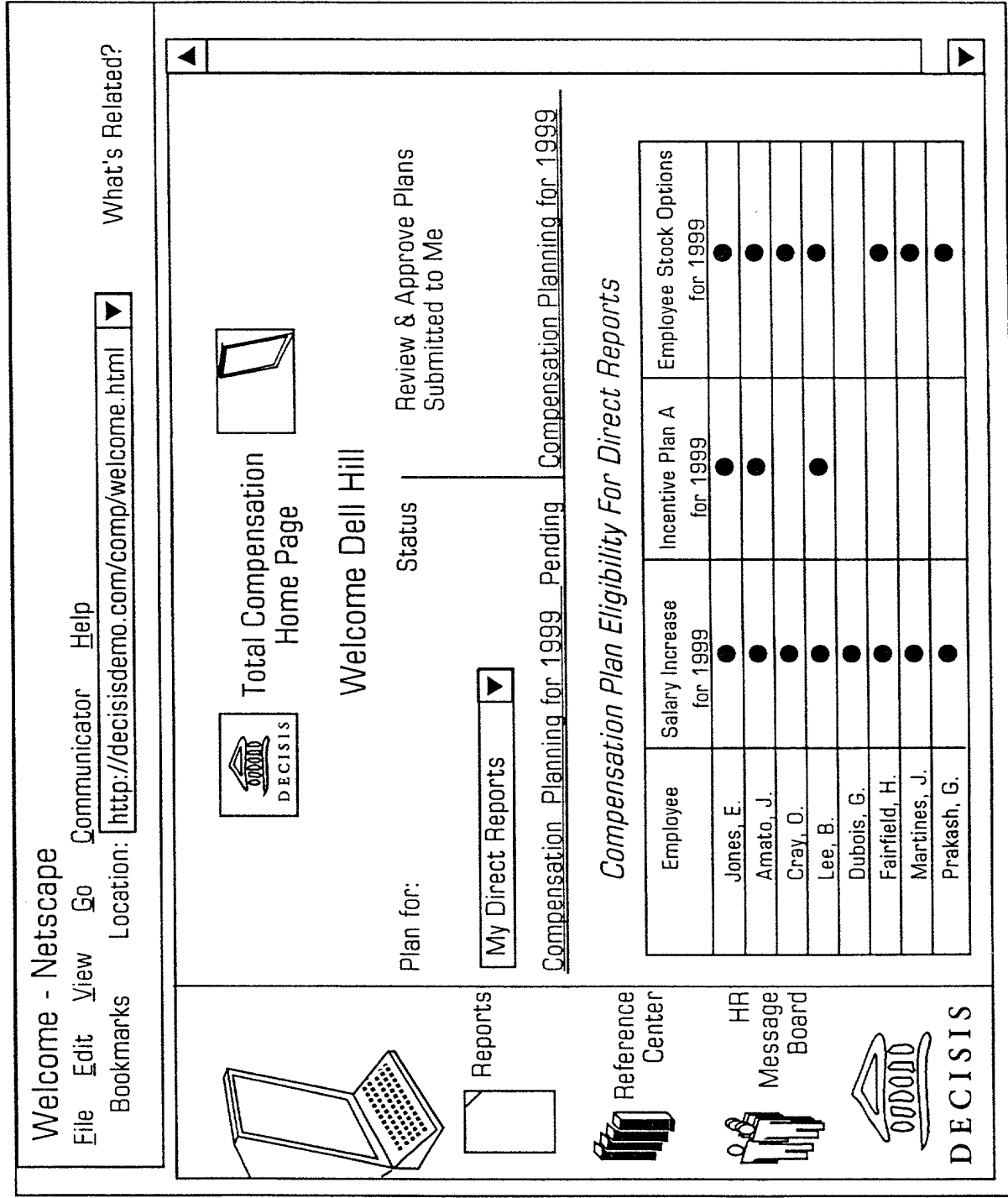
604

Disposition Report
10/14/97

John Smith	1-23678	7-234	50 hrs YTD 12 hrs PTD	Primarily excused absence Proper notice Proper certification Absence will continue Not a singular event Familiar with Attendance Policy Not a probationary employee No prior action No Disability Business impact: "Morale of group is affected, customers dissatisfied." Action Plan: Informal Counseling Override: "I do not plan to take any action."
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FIGURE 12



COMPENSATION PLANNING - ENG. SALARY FOR 1999

File Edit Tools Windows Help

1. Rate Employees

2. Plan Employee Salary

3. Plan Employee Bonus

4. Plan Employee Stock

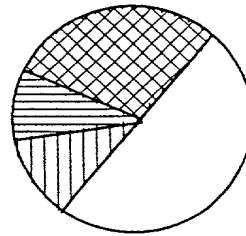
5. Review & Adjust

Enter employee's new performance rating:

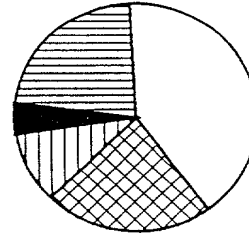
!	Employee	Prev. Perf. Rating	New Perf. Rating
	Jones, E.	Excellent	Excellent
	Martinez, J.	Excellent	Exceeds
	Lee, B.	Excellent	Exceeds
!	Dubois, G.	Exceeds	Exceeds
	Cray, O.	Exceeds	Exceeds
	Amato, J.	Exceeds	Exceeds
	Prakash, G.	Exceeds	Meets
	Johnson, A.	Meets	Meets

Supporting Data and Analytics

Current Distribution



Recommended Distribution



Currency: \$(US)

View Budget: Merit

Total: 30,720.00

Allocated: 43,375.00

Remaining: -12,655.00

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678

679

FIGURE 15

COMPENSATION PLANNING - ENG. SALARY FOR 1999

File Edit Tools Windows Help

1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review & Adjust

Enter employee's salary increase(s) as a dollar amount or percent of base salary. For promotions enter new job code and effective date:

Current Salary: \$50,000.00

Merit Increase: or Incr. \$

Adjustment: or

Promotion: or New Job Code Date

Total Increase:

New Salary:

Exceptions:

! Below Job Minimum

! Hi Performer Low salary

Notes:

Supporting Data and Analytics - Jones, E.

Suggested Increase: \$2,760.00 - \$4,140.00

Apply Suggested Increase

New Perf. Rating:

Excellent	8-18%	8-14%	8-12%	8-10%
Exceeds	6-10%	6-9%	6-8%	6-7%
Meets	4-6%	4-5%	4-5%	4-4%
Below	2-4%	2-3%	2-3%	2-2%
Unacceptable	0-1%	0-0%	0-0%	0-0%

Salary Quart. Salary Quart. Salary Quart. Salary Quart.

Job Max ☐ **Market Reference** ☐ **Job Min** ☒ **Promotion** ☒ **Merit** ☐ **Current Salary** ☒

Salary

Currency: \$(US) View Budget: Merit

672 674 676

680

COMPENSATION PLANNING - KEY TALENT BONUS FOR 1999

File Edit Tools Windows Help

1. Rate Employees 2. Plan Employee Salary 3. Plan Employee Bonus 4. Plan Employee Stock 5. Review & Adjust

Enter employee's target bonus payout as a percent of base salary:

Target % Salary Target \$

Sensitivity Analysis

Payout based on the following assumptions:

	Weight	Assumption	Bonus \$
Individual Performance	30%	<input type="text" value="Meets"/>	\$3,750.00
Company Performance	70%	<input type="text" value="100%"/>	\$8,750.00
Total	100%		\$12,500.00

Jones, E.

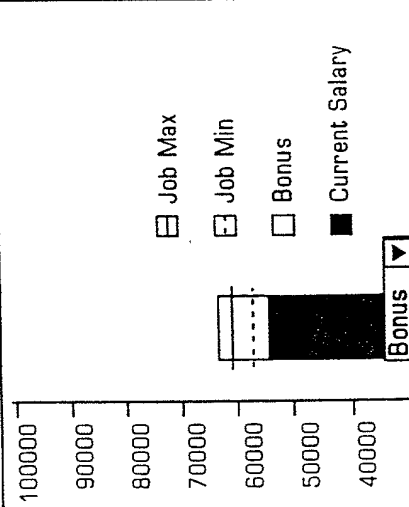
Prev Next

Exceptions:

! Bonus exceeds guidelines

Notes:

Supporting Data and Analytics - Jones, E.



Suggested Target Bonus

Grade	Suggested Target
9	15-25%
8	10 - 15%
7	10-20%
6	5-15%
5	5-15%

Remaining: -12,655.00

Allocated: 43,375.00

Total: 30,720.00

View Budget Bonus

Currency: \$(US)

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FIGURE 16

COMPENSATION PLANNING - EMPLOYEE STOCK FOR 1999

File Edit Tools Windows Help

1. Rate Employees
2. Plan Employee Salary
3. Plan Employee Bonus
4. Plan Employee Stock
5. Review & Adjust

Enter employee's stock grant:

Number of Shares	Recent Price	Grant Value
850	\$12	\$10,200.00

Exceptions:

! Grant exceeds guidelines

Notes:

Jones, E.

Prev Next

Supporting Data and Analytics - Jones, E.

☐ Stock Grant
☒ Current Salary

Suggested Stock Grant

Grade	Suggested Number of Shares
9	800-900
8	700-800
7	600-700
6	500-600
5	400-500

Units: Shares

View Budget: Stock

Total: 5,000

Allocated: 5,500

Remaining: -500

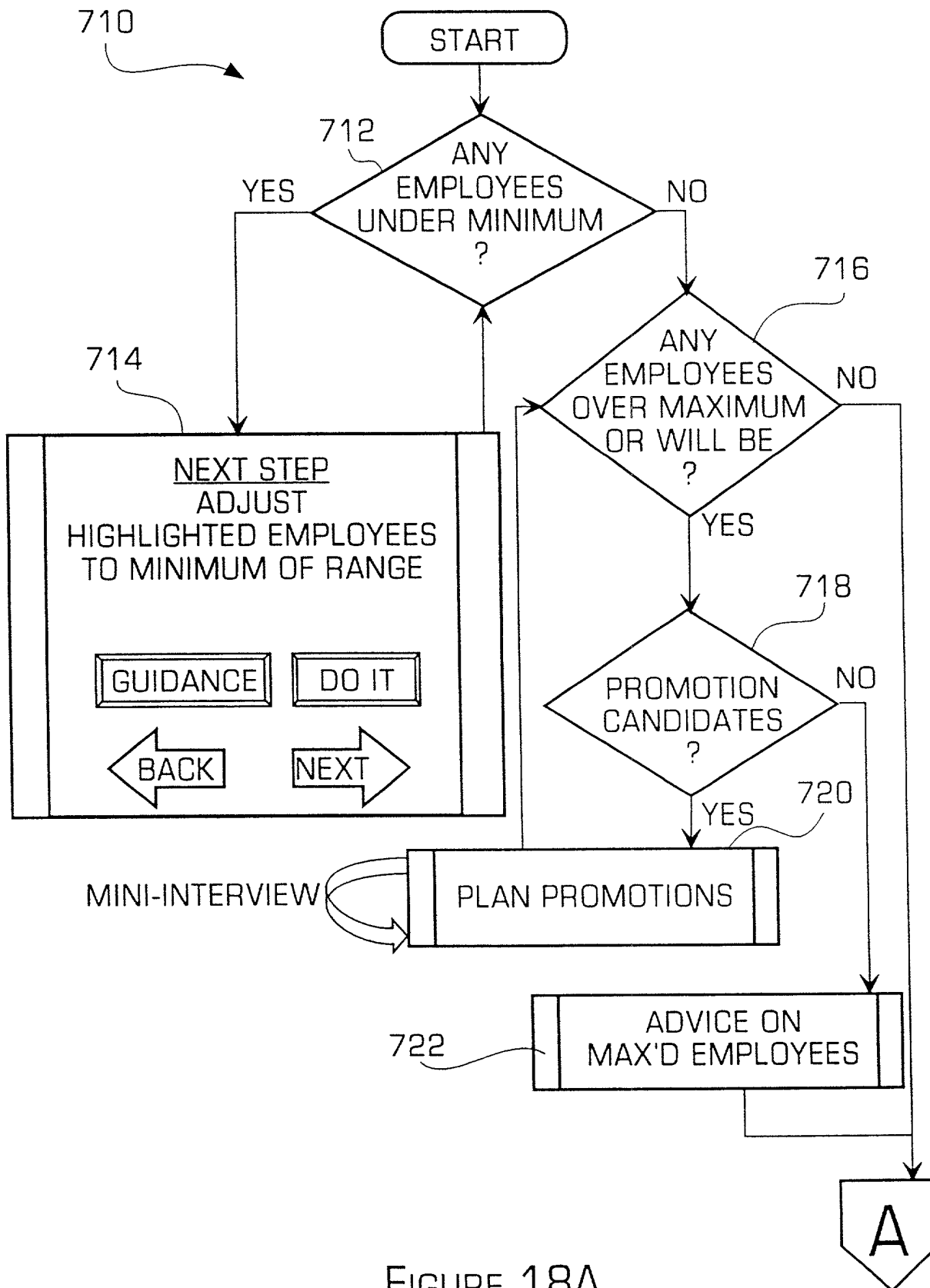


FIGURE 18A

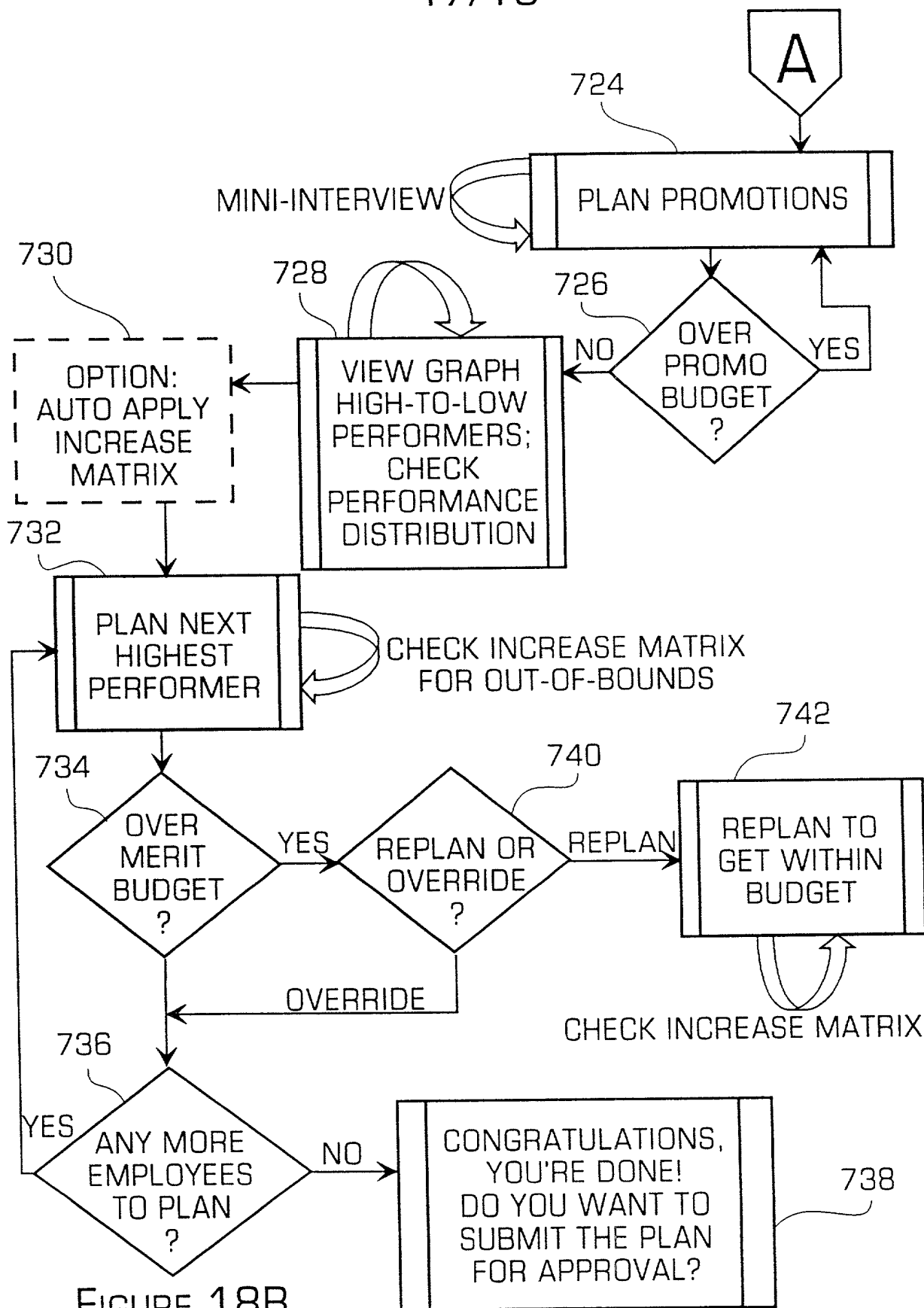


FIGURE 18B

GUIDANCE FOR STACK RANKING OPTION

"Stack ranking" is defined as a 1 - n ranking of employees based on their performance against their job description. It is not meant to be a ranking of their value to the company (that kind of ranking is sometimes called a "reverse layoff" list). Thus a junior engineer could be ranked higher than a senior engineer simply by virtue of doing his/her job better. Junior level employees who are ranked very high in their grade are often candidates for promotion to the next level in that job family (i.e., it is time to make their job more difficult). This usually results in them having a lower stack ranking and a lower performance rating in the next planning session.

If you have employees in different salary ranges or grades, then you can first do the ranking within each grade. Then in order to merge the ranking into one overall list for your group, use the technique illustrated by this example:

E10 Employees: 1. Karen Feiding 2. Fred Klutz 3. Joe Smith 4. Irving Fazola 5. Jane Doe	E09 Employees: 1. Sam Spade 2. George Gap 3. Susie Emblem 4. Roberto Cruz	E08 Employees: 1. Fannie Farmer 2. Jim Keiper 3. Allan Jones 4. Anna Storm 5. Evan White 6. Bill Baker 7. Lavon Larue
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To start the merge process on these lists, you choose which employee is the number one overall employee in how well they do their job. Obviously, the only candidates for this honor are the three employees who rank at the top of their respective grade ranking. In this case, the candidates for #1 overall are Karen Feiding, Sam Spade, and Fannie Farmer. So let's say you pick Fannie Farmer as the best at their job of those three. That puts Fannie on top of the overall stack ranking list. Then you pick the employee who ranks second overall. The candidates are Karen, Sam, and Jim Keiper because Fannie is already placed. Continue in this manner until you have a total merged list from 1 - n.

FIGURE 19



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FIGURE 20